



# TOWN OF KITTERY

Department of Public Works

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January 7, 2015

## **Request for Qualifications (RFQ) Professional Engineering and Planning Consultant Services**

### **PROJECT SUMMARY:**

The Town of Kittery is requesting Statements of Qualifications from interested and qualified Consultants for Professional Engineering and Planning Consultant Services to manage the preparation and execution of the Spruce Creek Watershed Restoration Project, Phase IV.

Kittery has been awarded a fourth phase 319 grant and will be under contract with Maine DEP to conduct follow-up to watershed-wide water quality monitoring and targeted bacteria source tracking projects successfully completed in the first three phases of the Spruce Creek Watershed Restoration Project. Since 2009, multiple "hotspots" of bacteria to Spruce Creek have been identified and assessed through previous phases as well as town-funded projects. These "hotspots" include stormwater outfalls, tributaries flowing to the main stem of the Creek, and concentrated developed areas and have been assessed under various weather conditions. Many of these "hotspots" have since been addressed through the implementation of Phases I-III of the Spruce Creek Watershed Restoration Plan and town-funded remediation. Phase IV will allow project stakeholders to implement additional stormwater Best Management Practice (BMPs) with the goal of treating stormwater runoff at previously identified "hotspots".

### **PURPOSE AND SCOPE OF WORK:**

The ultimate goal of the Spruce Creek Watershed Restoration Project, Phase IV is to help reduce bacteria inputs, improve water quality, and open shellfish harvesting areas in Spruce Creek. The selected Consultant will provide project support, paid technical assistance, engineering assistance, and serve on the steering committee. The project will focus on the installation of three BMPs at areas identified through town-funded bacteria sampling projects and earlier phases of this project as "hotspots" of bacterial contamination under wet weather conditions. These BMPs will focus specifically on reducing the amount of bacteria in stormwater runoff. Two residential BMPs will be installed and technical assistance will be provided to residents who have previously signed pledges. The septic system database that was created in Phase III will be expanded to determine specific locations of malfunctioning and/or failing systems with the goal of eliminating these sources. Phase IV of this project will continue to monitor previously identified "hotspots" and will seek to identify additional areas of concern in the watershed. Project staff will continue to maintain the existing website for watershed residents ([www.kitterywaters.org](http://www.kitterywaters.org)) that will highlight planned activities over the span of the project and provide information on low-impact lawn care and landscaping. Project activities, including before and after digital photos of all completed sites, will be showcased in an end of project "Green Streets" tour and through local press releases. Similar tours have been held in previous phases of this grant and have been well-attended by local residents, and local, state, and federal employees.

More detailed information on the General Project Plan can be found at the end of this RFQ. This project is expected to be completed within 24 months from the date the grant is awarded, starting March 1, 2015 through March 1, 2017.

**QUALIFICATIONS STATEMENT SUBMISSION REQUIREMENTS:**

Three (3) copies of the Qualifications Statement must be submitted to:

Jessa Kellogg, Shoreland Resource Officer  
Town of Kittery  
200 Rogers Road  
Kittery, Maine 03904  
[jk Kellogg@kitteryme.org](mailto:jk Kellogg@kitteryme.org)  
(207) 439-0333

All Qualification Statements must be received by **11:00 AM on Thursday, February 5, 2015**. Proposals should include:

- 1. Statement of Project Understanding:** Provide your general understanding of the watershed, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
- 2. Firm Background:** Provide a description of your firm's prior experience and qualifications in engineering, planning and watershed management planning. Also, please reference the experience of the firm in working with the State and EPA regulations and procedures, in particular those specified in the 319 program.
- 3. Project Team:** Identify the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified project team. Provide a brief resume for each person outlining their credentials and experience.
- 4. References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
- 5. Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

**EVALUATION CRITERIA:**

Consultants shall be selected on a quality basis and the following criteria will be used in screening, ranking and selection of the successful firm:

- 1. Qualifications of the Firm (25%):** Preference shall be given to those firms with relevant experience in engineering, planning and watershed management planning related to the scope of services.
- 2. Qualifications of the Project Team (35%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
- 3. Experience in working with State and EPA Regulations and 319 Project procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and EPA, and possess a thorough understanding of the rules and regulations regarding watershed management planning.
- 4. Project Understanding (30%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

**SELECTION OF THE CONSULTANT:**

It is the intent of the Town of Kittery to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. The Town of Kittery may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant. The Town of Kittery reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Town. The Town assumes no responsibility for costs incurred in responding to this RFQ.

**CONTRACT REQUIREMENTS:**

The selected consultant will be required to enter into a contract with the Town of Kittery – a sample contract may be provided upon request. A one-year contract is anticipated, with a renewal of one year for the duration of the grant pending satisfactory performance agreed by both the selected consultant and the Town of Kittery.

The consultant will be required to indemnify/defend/hold harmless the Town from any claim, and carry the following insurances throughout the contract term. All insurance is to be provided by a company or companies licensed in the State of Maine:

- a. Commercial General Liability on an occurrence (as opposed to claims-made) basis with general aggregate limit applicable per project (ISO CG2503 or equivalent)

- Each occurrence limit \$1,000,000
- General aggregate limit \$2,000,000
- Products/Comp. op aggregate limit \$2,000,000

Any additional insured provision is to apply for the Town, its officers, officials, agents, and employees on a primary, non-contributory basis. Coverage for contractual liability is to be included for the indemnification provisions of this Agreement.

- b. Professional Liability per occurrence \$1,000,000
- c. Automobile Liability for owned, hired, and non-owned automobiles with a single limit for each accident of \$1,000,000.
- d. Worker's Compensation insurance to comply with the requirements of Maine statutes, plus employers' liability for

- Each accident \$500,000
- Each employee (disease) \$500,000
- Policy limit (disease) \$500,000

All policies shall be so written that the Kittery Town Manager will be notified of cancellation or restrictive amendment at least ten (10) days prior to the effective date of such cancellation or amendment. A certificate of insurance from the Consultant's insurance carrier showing at least the coverage and limits of liability specified above and the inception and expiration dates shall be filed with the Town Manager at least seven (7) calendar days before operations are begun.



**RFQ DISTRIBUTION (EMAIL ONLY):**

- 1. FB Environmental Associates**  
97A Exchange Street, Suite 305  
Portland, Maine 04101  
[emilyd@fbenvironmental.com](mailto:emilyd@fbenvironmental.com)
- 2. Wright-Pierce Engineers**  
75 Washington Avenue, Suite 202  
Portland, Maine 04101  
[marketing@wright-pierce.com](mailto:marketing@wright-pierce.com)
- 3. Sevee and Mahar Engineers, Inc.**  
4 Blanchard Road  
P.O. Box 85A  
Cumberland Center, Maine 04021  
[info@smemaine.com](mailto:info@smemaine.com)

**GENERAL PROJECT PLAN:**

The seven tasks included in this plan represent a broad collaborative effort between local, state and federal government, the Spruce Creek Association, and the private sector. The Spruce Creek Watershed Restoration Project, Phase IV will be guided by the existing project steering committee with members representing the Town of Kittery, Town of Eliot, Spruce Creek Association (SCA), local business owners, Maine DEP, and Maine DMR.

The Town of Kittery will also directly fund annual water quality monitoring projects throughout the watershed. These efforts will include the development of a Quality Assurance Project Plan (QAPP) to be paid for with grant funds to be submitted in the first year of the contract.

**Task, Schedule, and Estimated Costs:****Task 1: Project Management**

The Town of Kittery and Maine DEP will sign a grant agreement outlining project roles, responsibilities, and funding arrangements. The Town of Kittery plans to hire a contractor to oversee this task and all other project tasks and will follow Maine DEP procurement guidelines described under Section 4 of DEP's NPS Grant Administrative Guidelines. The Town of Kittery will track project costs and will provide the project with detailed match accounting, submit all deliverables in a timely manner and complete semi-annual Progress Reports (PRs) and one Final Project Report (FPR). The Town of Kittery will utilize the DEP "NPS Site Tracker" Excel spreadsheet tool developed in Phase II of this project to record and track all NPS problem sites encountered during the project. As part of the Final Project Report, the Town of Kittery will provide to DEP a summary of Site Tracker information collected in the watershed.

**Schedule:** March 2015 to March 2017

**Summary of Task Goals:** Signed grant agreement, signed sub-agreements, four Progress Reports, one Final Project Report, and an updated NPS Site Tracker spreadsheet.

**Grant:**                   **\$5,200**                                   **+ NF Match:**       **\$950**                                   **= Total Cost: \$6,150**

**Task 2: Steering Committee**

A steering committee, which was formed in 2008 during Phase I of the Spruce Creek Watershed Restoration Project, will guide project activities and meet at least four times during the grant period. This committee will include representatives from Maine DEP, the Spruce Creek Association, municipal staff, businesses, and citizens from the Town of Kittery. The Steering Committee's main functions will be to ensure the schedule of the grant is on track and to provide feedback on key project deliverables.

**Schedule:** March 2015 to March 2017

**Summary of Task Goals:** Four Steering Committee meetings

**Grant:**                   **\$3,825**                                   **+ NF Match:**       **\$2,950**                                   **= Total Cost: \$6,775**

**Task 3: Develop a "Green Streets" Program**

Multiple sites have been identified as "hotspots" of bacterial contamination to Spruce Creek under wet weather conditions. As bacteria concentrations were high under wet weather conditions, the source of bacteria to these sites is thought to be from stormwater runoff. Follow-up assessment and evaluation of these sites was conducted in the 2014 stormwater survey as part of an update to the Spruce Creek Watershed Based Plan (original 2008; update 2014). Project staff and consultants will work with local business owners, the Town of Kittery, and the Maine DEP to implement stormwater retrofit BMPs at

these sites. Stormwater and LID specialists will be hired to develop the stormwater Best Management Practice (BMP) technologies to utilize in the selected retrofit locations with the primary goal of treating this stormwater for bacteria.

Under the heading of the Spruce Creek "Green Streets" program, project partners will implement at least three (3) stormwater retrofits on roadways and parking lots that have previously been identified as priority sites for stormwater runoff. One potential site (McDonalds Gravel Wetland) was designed under Phase III of this grant but was not installed due to issues with obtaining an easement. Final site selection of other sites will be determined on the basis of technical feasibility, cost-effectiveness, opportunity for demonstration to other commercial and municipal entities, and feasibility of maintenance. NPS Site Reports will be submitted for all retrofits completed. These projects will be highlighted on a Spruce Creek Green Streets tour at the end of the project duration. The overall Spruce Creek project and the completed Green Streets work will be promoted through at least three press releases submitted to local papers and will be made available on the Towns' websites and on [www.protectkitterywaters.org](http://www.protectkitterywaters.org). Funding sources will be acknowledged in press releases, per the Grant Agreement, Rider A. Section III. F. Acknowledgement.

**Schedule:** April 2015 to December 2016

**Summary of Task Goals:** Installation of three BMPs, one tour of completed BMPs, and three press releases

**Grant: \$31,600 + NF Match: \$29,500 = Total Cost: \$61,100**

#### **Task 4: Continued Bacteria Hotspot Monitoring**

The Town of Kittery has committed to continue to provide funding for annual water quality monitoring projects. These projects will build upon current and past water quality monitoring funded by the Town of Kittery (annual funding of \$25,000 has been allotted since 2009). Throughout the two-year project, monitoring efforts will include:

1. Bacteria and DNA analysis of all tributaries to Spruce Creek. The primary goal of this sampling will be to target remediation efforts by identifying the source and magnitude of bacteria from each tributary. This sampling will occur in 2015.
2. Continued collection of baseline data from the main stem of Spruce Creek. This sampling will be conducted with the use of data loggers/sondes and grab samples for bacteria. The primary goal of this sampling is to assess the current water quality in the main stem of the Creek to determine the potential for de-listing. This sampling will occur in 2015 and 2016.
3. Follow-up investigation to identified hotspots. The primary goal of this sampling will be to investigate hotspots found in 2015 and from previous years of sampling. This task will likely include mapping the sub-watershed to the hotspot, conducting an on-the-ground investigation of the sub-watershed, and bracket sampling. This sampling will likely occur in 2016.

Sites will be sampled for *E. coli* and fecal coliform bacteria under different weather and flow conditions and will be identified by the project Steering Committee at the beginning of each project year. All funds for this task will count as match from the Town of Kittery except for the required Quality Assurance Project Plan (QAPP) document to be completed in Year 1. A summary report of the annual water quality data collected will be provided.

**Schedule:** May 2015 to September 2016

**Summary of Task Goals:** Two years of bacteria monitoring and one approved QAPP

**Grant: \$725 + NF Match: \$20,000 = Total Cost: \$20,725**

**Task 5: Residential Pledge Program Follow-Up**

Through previous phases of this grant, approximately 95 residents have signed up for the Residential Pledge Program, pledging to implement practices on their property to treat or reduce stormwater runoff. In this phase, project staff will follow-up on the progress of all of these pledges and will offer additional technical assistance to the residential homeowners. BMPs will be implemented on at least two properties that previously pledged to do this work.

**Schedule:** April 2015 to December 2016

**Summary of Task Goals:** Attempt to contact all 95 past pledgees to assess progress; conduct up to 10 technical assistance visits; install two small-scale BMPs on residential properties.

**Grant:** \$6,050                      **+ NF Match:** \$3,930                      **= Total Cost:** \$9,980

**Task 6: Bacteria Detection and Elimination**

In Phase III of this grant, a septic system database was created for the Spruce Creek watershed for homes within 250 feet of a waterbody (see attached map). This database provides information on age, date, and maintenance history of the systems in the watershed when known. Through this database, the building inspector and shoreland resource office have been able to follow-up on multiple properties to ensure their systems are working properly. In Phase IV of this grant, project staff will expand the database to include all properties in watershed. Further, project staff has prioritized neighborhoods for a detailed follow-up investigation based on the locations of known bacteria hotspots. This investigation will include a door-to-door survey to fill in the gaps in the database in two neighborhoods. Project staff will work closely with the town's building inspector and shoreland resource officer to ensure that immediate follow-up occurs on suspect properties.

**Schedule:** April 2015 to December 2016

**Summary of Task Goals:** Complete septic system database for all properties in the watershed; conduct a door-to-door survey for two neighborhoods.

**Grant:** \$9,055                      **+ NF Match:** \$4,050                      **= Total Cost:** \$13,105

**Task 7: Pollutant Reduction Estimates**

The Town of Kittery and consultants will estimate NPS pollutant load reductions (bacteria, sediment, nitrogen, phosphorus) and resources protected under this project. Pollutant load reduction estimates will be developed and reported as follows: During design or installation of BMPs at NPS sites, appropriate field measurements will be recorded to prepare written estimates of pollutant load reductions. Estimates will be prepared for all NPS sites, unless there is not an applicable estimation method for a given site. Which methods to be used will be determined, but methods to be considered are the EPA Region 5 Load Estimation Model (see website: <http://it.tetrattech-ffx.com/stepl/>) and/or the federal WEPP Road Model (<http://forest.moscowfl.wsu.edu/fswepp/>). Estimates will be checked for proper application of the method(s) and the results will be summarized on a standard form provided by DEP titled "Pollutants Controlled Report" (PCR). The PCR will be submitted to the DEP Agreement Administrator, by December 31 of each year, until project completion. Documentation of the estimation procedures used for each NPS site will be kept in the Grantee project file and will be available for DEP/EPA review.

**Schedule:** December 2015 and December 2016

**Summary of Task Goals:** Two pollutant controlled reports

**Grant:** \$1,750                      **+ NF Match:** \$1,070                      **= Total Cost:** \$ 2,820



**Deliverables:**

Three (3) copies of each deliverable will be provided to the DEP Agreement Administrator. Each deliverable will be labeled according to procedures described in the DEP document 'Nonpoint Source Grant Administrative Guidelines':

(<http://www.maine.gov/dep/water/grants/319-documents/2010/guidelines.pdf>).

1. Contracts, Sub-agreements, Semi-annual Progress Reports, and Final Project Report including Site Tracker info (Task 1).
2. NPS Site Report for each NPS site (Task 3).
3. Press releases and any other outreach (Task 3)
4. QAPP and annual water quality monitoring reports (Task 4).
5. Reporting of residential pledges completed/outstanding (Task 5).
6. Updated septic system database with a summary of all sites found and eliminated (Task 6).
7. Pollutants Controlled Report (PCR) each year until project completion (Task 7).

**Estimated Total Cost, Federal, and Non-Federal Sources:**

Federal Grant (319): \$59,050

Non-Federal Match: \$62,480

Total: **\$121,530**

**Sources of Match****Dollar Value Planned**

Businesses and Landowners	\$1,500 (cash and volunteer in-kind services)
Spruce Creek Association	\$3,500 (volunteer in-kind services)
Landowners and Citizen Volunteers	\$4,000 (volunteer in-kind services)
Town of Kittery	\$53,480 (cash and in-kind services)
<b>Total</b>	<b>\$62,480</b>